

Local Government Annual Solid Waste and Materials Management Report FY2021-22

Frequently Asked Questions



1 - What's different about the report?

- The report is web-based and allows you to save your progress at any time (see #3 below). It is automatically submitted when you press Submit on the last page. No emailing necessary.

2 - How do I move from page to page?

- At the bottom of each page use the 'Next' and 'Previous' buttons.
- You can also use the tabs at the top of the page to move directly to a specific Part of the report.

3 - Can the report be saved during data entry and completed later?

- Yes. At the bottom of each page is a 'Save a Draft' button. The webpage will prompt you for your email address. A link will be mailed to the email address you provide. Click that link to continue entering data into the report. **The report is not recoverable if the email address is incorrect.**

4 - Can I print a blank version of the report to reference while I gather information?

- Yes. The Instructions page includes a link to download a blank pdf of the report. You can also access it here: <https://deq.nc.gov/media/30182/open>. Feel free to use this pdf to gather information, but you must complete the online report as your official submission.

5 - How do I save a copy after the report is completed?

- When data entry is complete, press the 'Submit' button and 3 things happen:
 - 1 - The report is automatically submitted to the Division of Environmental Assistance and Customer Service (DEACS).
 - 2 - You will receive an email confirmation of your report submittal.
 - 3 - You are given the option to Download or Print the report. This is how you can save a copy for your records. Please note that DEACS staff review each submittal and may make edits to your report. After that process is complete, you will receive an email with the final approved version of the report attached as a pdf.

6 - Where do I send the report when it's completed?

- When you've completed the report, pressing 'Submit' on the last page will automatically submit the report to DEACS staff.
- You will receive email confirmation that the report has been submitted.

7 - How will I know the report is accepted?

- You will receive an email with the final approved version after DEACS staff have reviewed the report. DEACS staff may get in touch with you to clarify information during the review process.

8 - Having issues trying to submit the report?

- You may need to either disable your pop-up blocking software or configure it to trust pop-ups from the <https://edocs.deq.nc.gov> website.
- Also, check to make sure your web browser is up to date.